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## BOARD OF SUPERVISORS

Navajo County

HOLBROOK, ARIZONA 86025

RESOLUTION PER76-1

NELDA G. HUNT  
CLERK

SHIRLEY A. BRADLEY  
DEPUTY CLERK

1976 file  
file for Personnel Policy

A RESOLUTION BY THE NAVAJO COUNTY BOARD OF SUPERVISORS RELATING TO THE ESTABLISHMENT OF A NAVAJO COUNTY PERSONNEL POLICY. SETTING FORTH THE RULES, REGULATIONS AND BENEFITS AFFORDED APPOINTIVE OFFICERS AND EMPLOYEES OF NAVAJO COUNTY. THIS SHALL BE CONSIDERED THE BASIC PERSONNEL POLICY AND MAY BE AMENDED FROM TIME TO TIME, IF AND WHEN WARRANTED BY THE BOARD OF SUPERVISORS.

WHEREAS, the Board of Supervisors of the County of Navajo, State of Arizona, deems it in the best interest of the County and its employees, to establish a Navajo County Personnel Policy, and

WHEREAS, a County Personnel Policy Committee was appointed by the Board and was charged with the Development of the submission for approval a basic Personnel Policy for Navajo County, which charge the Committee did accept and fulfill.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Navajo County, that the attached document so accepted and approved, be known henceforward, as the Personnel Policy of Navajo County, and shall supersede all previous personnel rules, regulations, and resolutions.

BE IT FURTHER RESOLVED, that said Personnel Policy of Navajo County shall become effective fifteen (15) days after passage by the Board of Supervisors.

Passed this 10<sup>th</sup> day of Feb., 1976, at Holbrook, Arizona, County of Navajo, State of Arizona.

William M. Smith  
William M. Smith,  
Chairman

L. A. Palmer  
L. A. Palmer,  
Member

M. J. O'Haco  
M. J. O'Haco,  
Member

ATTEST: Nelda G. Hunt  
Nelda Hunt, Clerk

## PERSONNEL SYSTEM

This article shall be known and may be cited as the Personnel Policy of Navajo County, Arizona.

### DEFINITIONS

For the purpose of this article, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- (1) "Allocation" shall mean the assignment of a position to its appropriate class in relation to duties performed.
- (2) "Appeal" shall mean an application for review of an alleged grievance submitted or instituted by an employee to higher authority.
- (3) "Applicant" is an individual who has completed and submitted an application for employment with the County.
- (4) "Appointment" is the offer to and acceptance by a person of a position either on a regular or temporary basis.
- (5) "Class" is a group of positions which are sufficiently alike in general duties and responsibilities to warrant the use of the same title, class specification and pay range.
- (6) "Class Series" is a number of classes of positions which are substantially similar as to the types of work involved and differ only in rank as determined by the importance of the duties and degree of responsibility involved and the amount of training and experience required. Such classes constitute a series.
- (7) "Class Specification" is a written description of a class consisting of a class title, a general statement of the level of work and of the distinguishing features of work, examples of duties and the desirable qualifications for the class.
- (8) "Classification" is the act of grouping positions in classes with regard to: (a) duties and responsibilities, (b) requirements as to education, knowledge, experience and ability, (c) test of fitness and (d) ranges of pay.
- (9) "Classification Plan" shall be the official or approved system of grouping positions into appropriate classes consisting of (a) an index to the class specifications and (b) rules for administering the classification plan.

- (10) "Classified Service" shall mean all offices and positions in the service of Navajo County as described in this article.
- (11) "Compensation Plan" shall be the official schedule of pay approved by the County Board of Supervisors assigning one or more rates of pay to each class title.
- (12) "Compensation" shall be the standard rates of pay which have been established for the respective classes or work, as set forth in the compensation plan.
- (13) "Compensatory leave" shall be the time off from work in lieu of monetary payment for overtime worked. One hour of leave may be allowed for each hour worked.
- (14) "County" is Navajo County.
- (15) "County Board of Supervisors" is the elected board of County supervisors.
- (16) "Demotion" shall be the assignment of an employee from one class to another which has a lower maximum rate of pay.
- (17) "Department" is the primary organizational unit which is under the immediate charge of a department head.
- (18) "Dismissal" is the separation from County employment for cause.
- (19) "Eligible" is a person who has successfully met required qualifications for a particular class.
- (20) "Employee" is an individual who is legally employed by the County and is compensated through the County payroll for his services. Individuals or groups compensated on a fee basis are not included synonymous with "incumbent".
- (21) "Examination" is the process of testing, evaluating or investigating the fitness and qualifications of applicants and employees.
- (22) "Household" shall include spouse, mother and father of spouse, mother and father of employee, sister, brother, child, and foster child.
- (23) "Layoff" is the involuntary non-disciplinary separation of an employee from a position.
- (24) "Leave" shall be the approved type of absence from work as provided for by these rules.
- (25) "Merit pay increase" is the increase in compensation established in the Compensation Plan which may be granted to an employee for meritorious service and completion of minimum prescribed periods of employment in the class.

- (26) "Overtime" is the authorized time worked by an employee in excess of his normal working hours per week.
- (27) "Pay range" one or more, but commonly five (5) specific pay rates having a percentage relationship to one another, assigned to a class of positions as the compensation for that class.
- (28) "Pay rate" is the specific dollar amount expressed as either an annual rate, a monthly rate, a semi-monthly rate, a bi-weekly rate, or an hourly rate, as shown in the pay plan of the County.
- (29) "Position" is the office or employment, whether occupied or vacant, full-time or part-time, consisting of duties and responsibilities assigned to one individual by competent authority.
- (30) "Probationary period" is the working test or trial period of employment beginning with the date of an employee's first appointment to the classified service.
- (31) "Promotion" shall be the assignment of an employee from one class to another which has a higher maximum rate of pay.
- (32) "Regular appointment" shall be an appointment without time limitation, or special restrictions as to continued employment.
- (33) "Regular employee" is an individual receiving a regular appointment in either the classified or exempt service.
- (34) "Removal" is the separation of any employee on probation as for failure to meet legal requirements of employment.
- (35) "Suspension" is the enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.
- (36) "Transfer" is the assignment of an employee from one position to another position. Transfers can take place within a department, between departments, between positions of the same pay range, between positions of the same class or between positions of different classes.
- (37) "Unclassified Service" shall be those positions not included in the classified service as defined in this article.
- (38) "Work day" is the scheduled number of hours an employee is required to work per day.

#### DECLARATION OF PERSONNEL POLICY

The following personnel principles and policies are established by the Board of Supervisors:

- (1) Employment in the County government shall be based on merit and free of personal and political considerations;

- (2) Employment shall comply with the Equal Opportunity Employment Act of 1972 which prohibits discrimination on the basis of race, sex, color, religion, physical handicap, and national origin.
- (3) Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy in operation of the County government;
- (4) Positions having similar duties and responsibilities shall be classified and compensated for on a uniform basis;
- (5) Every effort shall be made to stimulate high morale by fair administration of this article and by every consideration of the rights and interests of employees, consistent with the best interests of the public and the County; and
- (6) Continuity of employment covered by this article shall be subject to good behavior, satisfactory performance of work, necessity for performance of work, and availability of funds.

#### COVERAGE

All offices and positions of the County shall be and hereby are allocated to either the classified service or the unclassified service.

The unclassified service shall include all elected officials, judicial departments when prohibited by law, and members of citizen boards and commissions, employees covered by contract, part-time employees, temporary full-time employees and all other personnel appointed to serve without compensation. Unless specifically designated otherwise, personnel policies and rules shall apply only to employees of the classified service.

#### APPOINTMENTS

The personnel rules and regulations shall provide procedures for the employment of persons on the basis of merit, fitness, education and experience, in conformity with this article. Such procedure shall include, but not be limited to, the following;

- (1) An orderly and systematic method of recruitment to insure that all those employed will be hired on the basis of merit, fitness, education, and experience.
- (2) During the period of suspension of an employee or pending final action of proceedings to review the suspension, demotion, or dismissal of an employee, the vacancy created may be filled by the employing authority only by a provisional appointment.
- (3) Appointment of relatives within the departments will be permitted only in accordance with ARS 38-481. Employment of relatives in different departments may be permitted.
- (4) Appointments of employees shall be made by the department head, with concurrence of the Board of Supervisors.

## CLASSIFICATION PLAN

The position classification plan shall set forth for each class or position a class title, a statement of duties, authority, and responsibilities thereof, and the qualifications that are necessary or desirable for the satisfactory performance of the duties of the position.

## PAY PLAN

A uniform and equitable pay plan shall be developed consisting of minimum, intermediate, and maximum rates of pay for each class of position. Salary ranges for each class shall be coordinated with the position, classification plan and shall be based on the range of pay for other classes, requisite qualifications, general rates of pay for comparable work in other public and private employment in the area. Cost of living data, suggestions from department heads and employees, maintenance or other benefits received by employees, the financial policy of the County, and other economic considerations.

## PAY RANGES

Schedule one contains a set of pay ranges which shall be employed in the pay plan. The plan provides a series of salary ranges of six (6) increments or steps. Each step in a range represents an increase covering approximately five percent (5%) of the preceding step. Each range or salary level in the series of salary ranges is one step above the preceding range so that, in effect, there is as much difference between the first step and second step of a particular range as there is between the first step of that range and the first step of the next higher range. The system of pay ranges is intended to provide employee incentive as well as administrative flexibility in recognizing differences among employees whose positions are allocated to the same class and in meeting conditions requiring salary adjustments. The use of a series of salary ranges has an advantage in that it permits the adjustment of pay scales in the county service to meet changing conditions affecting the level of compensation without disturbing the basic salary structure and the relationship between classes. For example: If significant changes in cost of living index, the financial conditions of the County, recruiting experience, or other employment factors indicate the need for a five or ten percent adjustment in the salary plan, it will be possible to adjust the entire pay plan to meet these conditions simply by moving the rates of pay of all classes upward or downward one or two steps without materially disturbing the relationships that exist among the classes.

Schedule two presents the ranges or rates of pay for each of the classes of positions proposed for the County service. Several aspects of the interpretation of these pay proposals should be emphasized as follows:

- (1) The ranges of pay are intended to be gross compensation for regular full-time service in the several classes and include annual or sick leave and paid holidays benefit currently in effect.

- (2) The pay ranges do not include re-imbursement for travel expenses incurred in connection with official County business;
- (3) Full-time service may be defined as work for that number of hours which regularly constitutes the scheduled weekly, or monthly, period of services for a class, exclusive of vacation, holidays or sick leave with pay;
- (4) When it is necessary to compensate for work on an hourly basis, the hourly rate shall be determined by dividing the annual salary by 2080 hours.
- (5) In the case of part-time service the formula set forth in item four above shall be employed in determining the hourly rate. The part-time employee should be compensated at that rate only for the number of hours worked unless special circumstances, such as the need for part-time service on a continuing basis, require some upward revision of this rate. Where necessary, the department head with approval of the Board may authorize temporary work at fifteen percent (15%) above the recommended entrance rate, since all rates are computed to include annual leave and paid holiday benefits currently in effect in the county service. Part-time or temporary full-time employees shall not be entitled to retirement, sick leave, annual leave, or holiday pay. All part-time or temporary employees shall be compensated on an hourly basis for actual work performed at the rate established in accordance with this paragraph.
- (6) The minimum rate of each range shall be the normal entering rate. Deviations from this may be permitted, if necessary, to fill a vacancy, or for recognition of unusual qualification. However, if there is difficulty for an extended period of recruiting at the minimum rate for a class, the range for the class may be adjusted; and
- (7) The Board of Supervisors may authorize the hire of an employee at a rate lower than the minimum rate for a period of ninety (90) days. In addition, this period may be extended during the probationary period of an employee. This provision is made in order that positions may be filled by on-the-job trainees. It is recognized that during the period of training, the individual will not be fully performing in the position for which the minimum rate was established.

#### INITIAL EFFECT OF PAY PLAN

On July 1, 1976 regular employees receiving less than the minimum rate for their classification, or their new classification, or their new range, may be increased to the minimum rate of the salary range. This shall not be automatic. Employees receiving more than the maximum rate of their classification, or their new classification, or their new range, may continue to receive the same rate. Employees whose salary rate falls within any step in their range for their classification, or their new classification, or their new range, may continue at the same rate. Each employee's classification, range, and step

shall be reviewed to determine what changes may be necessary or desirable to align the employee's present classification, range, and step with this article after receiving such recommendations from the respective department heads on established payroll change forms.

#### PROBATIONARY PERIOD

The rules and regulations shall provide that all original and promotional appointments shall be for a probationary period of six (6) months. During this probationary period a new employee may be dismissed at any time without right of appeal or hearing in any manner, except for alleged discrimination. The employee dismissed during the probationary period from a position to which he has been promoted may be reinstated to the position from which he had been promoted unless charges are filed and he is discharged as provided in this article and the rules.

#### APPEALS

Any regular permanent employee who is suspended, demoted, or dismissed may appeal to the Personnel Commission on ethics and employee appeals. The personnel rules and regulations shall establish an appeal procedure.

#### POLITICAL AND RELIGIOUS DISCRIMINATION

No person in the County service, or seeking admission thereto, shall be employed, promoted, or discharged, or in anyway favored or discriminated against because of political opinions or affiliations or because of race, sex, physical handicap, age or religious beliefs.

#### SOLICITATION OF CONTRIBUTIONS

No officer, agent, clerk, or employee under the government of the county shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, loans, gifts, subscriptions, contributions or political service, whether voluntary or involuntary, for any political or other purpose whatever, from anyone holding any position under the provisions of this article.

#### PERSONNEL COMMISSION

In order to provide for a representative body to make constructive recommendations relative to personnel matters, the personnel commission is formulated in the following manner:

- (1) Four County employees are elected at large to a position on the Personnel Commission by secret ballot. The employees so elected may not be a division or department head. The four employees receiving the most votes shall be seated on the Personnel Commission.

- (2) Members are elected to serve a two (2) year term with the first election having two (2) members elected for a one (1) year term and two (2) members elected for a two (2) year term. Terms expire at the end of the calendar year. Elections shall be held during December of each year.
- (3) That elected commission (one above) so elected shall appoint three (3) appointed and/or elected department heads to the commission to serve a one (1) year term.

#### HEALTH AND MEDICAL PROGRAM

The Board of Supervisors may present a health and medical program for consideration by the County employees. After consultation with the Personnel Commission such a program shall be adopted by resolution of the Board of Supervisors. The Personnel Commission will review the health and medical program each year and submit their recommendations to the Board of Supervisors.

#### RETIREMENT PLAN

Navajo County is a participating employee in the Public Employee's Retirement system and as such, coverage shall be mandatory for all eligible employees of the County government. Eligible employees include all regular full-time employees, exclusive of casual or part-time workers. Normal retirement of an employee becomes effective on the date the employee becomes sixty-five (65) years of age. However, employment may be continued to age seventy (70) at which time retirement is mandatory. An employee must have the written consent of the Board of Supervisors to continue employment past age sixty-five (65). Permission must be requested on an annual basis.

#### PERSONNEL RULES AND REGULATIONS

##### RULE I      GENERAL PROVISIONS

- (1) Purpose. It is the purpose of these rules to establish normal procedures which will serve as a guide to administrative action concerning the various personnel activities and transactions. They are intended to indicate the customary and the most reasonable methods whereby the aims of the personnel program, as defined by this article may be carried out.
- (2) Employees covered. These rules and regulations shall cover all employees in the classified service.
- (3) Administration. These rules shall be administered in conformity with this article establishing a personnel system. All amendments to the personnel rules and regulations shall be made by amending this article, by employees through action by the Personnel Commission to the Board of Supervisors or by the Board itself.

##### RULE II      CLASSIFICATION PLAN

- (1) Purpose. The classification plan shall provide a complete

inventory of all positions in the classified county service and accurate descriptions and specifications for each class of employment. The plan's standardized titles, each of which is indicative of a definite range of duties and responsibilities and has the same meaning throughout the classified service.

- (2) Composition of the classification plan. The classification plan shall consist of:
  - (a) A grouping in classes of positions which are approximately equal in difficulty and responsibility, which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
  - (b) Class titles, descriptive of the work of the class, which identify the class;
  - (c) Written specifications for each class of positions.
- (3) Use of class titles. Class titles are to be used in all personnel accounting, budget appropriations, and financial records. No person shall be appointed to or employed in a position in the classified service under a title not included in the classification plan.
- (4) Use of class specifications. Specifications are to be interpreted in their entirety and in relation to others in the classification plan. Particular phases or examples are not to be isolated and treated as a full definition of the class. Specifications are deemed to be descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed.
- (5) Use of classification plan. The classification plan is to be used:
  - (a) As a guide in recruiting and examining candidates for employment.
  - (b) In determining lines of promotion and in developing employees training programs;
  - (c) In determining salary to be paid for various types of work;
  - (d) On determining personnel service items in departmental budgets, and
  - (e) On providing uniform job terminology understandable by all County offices and employees and by the general public.
- (6) Administration of the classification plan. Administration of the classification plan will reflect the duties performed by each employee in the classified service and the class to

which each position is allocated. It will examine the nature of the positions as they are created allocating them to the existing class or to create new classes in conformity with paragraph seven of this rule; changes in the classification plan as necessary shall be made by changes in the duties and responsibilities of existing positions; and periodically, the entire classification plan shall be reviewed and appropriate changes in allocations or in the classification plan will be recommended.

- (7) Allocation of positions. Whenever a new position is established or duties of an old position change, department heads shall submit in writing a comprehensive job description describing in detail the duties of such a program. Thereupon, as warranted, a new position or job description may be created by the Board of Supervisors.
- (8) Request for reclassification. Any regular employee who considers his position improperly classified shall first submit his request in writing to his supervisor or department head who shall review such request as to its justification. If the department head finds that there is merit in the request, he shall immediately transmit his recommendation to the Board of Supervisors. If the department head finds the request not justified, he shall so advise the employee of his decision and also the employee's right of appeal under the grievance procedure.
- (9) Status of employees under reclassification. Upon the reclassification of a position from one class to another class of the same level a lower level, or a higher level, the method of filling the position shall be determined in accordance with the rules regarding transfers, demotions, or promotions as may be appropriate. However, when an employee through diligent and intelligent application of his work develops his position by the assumption of more difficult additional responsibilities and duties so that it warrants a higher classification, the department head may recommend to the Board of Supervisors that the employee be given status in such higher classification.

### RULE III      PAY PLAN

- (1) Composition. The compensation plan includes the basic salary schedule as adopted by the Board of Supervisors and subsequent amendments thereto, and the schedule of salary ranges consisting of minimum and maximum rates of pay and intermediate steps for all classes of positions included in the classification plan.
- (2) Maintenance of the compensation plan. The compensation plan is intended to provide fair compensation for all classes in the classification plan with regard to range of pay for other classes, general rates of pay for similar employment in private establishments and other public employment in the area, cost of living data, the ability of the county to pay and other factors. From time to time comprehensive studies will be made of all factors affecting the level of salary ranges as

appear to be pertinent. Such adjustments shall be made by increasing or decreasing the salary ranges. The appropriate number of steps as provided in the basic salary schedule, and the rate of pay for each employee will be adjusted an appropriate number of steps in conformance with the adjustment of salary range for that class as approved by the Board of Supervisors.

- (3) Use of salary ranges. Salary ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class, in providing employee incentive, and in rewarding employees for meritorious service. The following general provisions shall govern the granting of with-in-the range increases:
  - (a) The minimum rate established for the class is the normal hiring rate, except in those cases where unusual circumstances appear to warrant appointment of an employee at a higher rate. Appointment above the minimum step rate may be made when it is determined that it is necessary in the best interest of the County. Approval will be based on qualifications of the applicant being in excess of the requirements for the class that there is a shortage of qualified applicants available at the minimum step, and that qualified applicants decline employment at the minimum step.
- (4) Longevity pay. When an employee has continuously served three (3) or more years at the maximum step of his salary range he may be considered for longevity pay in the next logical pay step.
- (5) Total remuneration. The salary rate established for a position shall represent the total remuneration for employees, not including reimbursement for official travel. Except as otherwise provided in these rules, no employee shall receive pay from the County in addition to the salary authorized under the schedules provided in the pay plan for services rendered by him either in the discharge of his ordinary duties or any additional duties which may be imposed upon him or which he may undertake or volunteer to perform. No reward, gift, or other form of remuneration in addition to regular compensation shall be received from any source by employees for performance of their duties. If a reward, gift, or other form of remuneration is made available to any employee, it shall be turned into the County for disposition.
- (6) Pay rates in promotion, or transfer. When an employee is promoted, demoted, or transferred, his rate of pay in the new position shall be established in accordance with the following:
  - (a) When an employee is promoted his salary shall only be advanced to the step rate in the new pay range which would provide at least the equivalent of the next merit increase in the range from which he was promoted.

- (b) When a regular employee is demoted to a position for which he is qualified, his salary shall be set at the step rate in the lower pay range which provides the smallest decrease in pay if action is not for cause, or any appropriate step rate in the lower range that is less than the existing salary if the action is for cause.
  - (c) When a temporary employee is demoted his salary shall be set up at the entrance rate of the lower pay range; and
  - (d) When the employee is transferred from the position of one class to the position of another class of the same level he should continue to be paid at the same step rate.
- (6) Hourly rates. Certain employees will be paid on an hourly basis. Such employees shall be paid only for the time actually worked.
- (7) Overtime. No employee shall work overtime unless authorized to do so by the employee's immediate supervisor or appointing authority. Employees authorized to work in excess of their normal work week, will be granted compensatory leave.

#### RULE IV RECRUITMENT AND EMPLOYMENT

- (1) Eligibility. Individuals shall be recruited from a geographic area as wide as is necessary to assure obtaining well qualified candidates for the various types of positions. Employment therefore shall not be limited to residents of Navajo County; however in cases where residents and non-residents are equally qualified for particular vacant positions, the residents shall receive first consideration in filling such vacancies.
- (2) Notification. Recruiting notices shall publicize vacancies and provide candidates for vacant positions.

#### RULE V APPOINTMENTS, TRANSFER, DEMOTION, RE INSTATEMENTS

- (1) Types of appointments. The following types of appointments may be made to the County service in conformity with the rules established:
- (a) Permanent employees. A permanent employee works full-time and on a continuing basis. He is subject to all rules and regulations and receives all benefits and rights as provided by this article.
  - (b) Temporary (Seasonal) employees. Temporary seasonal employees are appointed in the same manner and are subject to the same procedure as permanent employees except that they will be laid off at the close of the season or job for which they have been appointed. This employee is not entitled to benefits and rights as provided by this article.
  - (c) Student appointments. In order to prevent stoppage of public

business or loss or serious inconvenience to the public, appointment of employees on a temporary basis may be authorized in accordance with this rule. No benefits or rights afforded.

- (d) Part-time employee. Part-time employees who work less than the normal work week, but on a regular basis. No benefits and rights afforded.
- (e) Limited term appointments. Limited term appointments are made when a special project requires the addition of employees for a specific time, or to fill a position of an employee on a leave of absence. No benefits or rights afforded.
- (2) Transfers. Any employee in the classified service who has successfully completed his probationary period may be transferred to the same or similar position in a different department without being subject to a probationary period.
- (3) Demotions. An employee may be demoted to a position of lower grade for which he is qualified for any of the following reasons:
  - (a) When an employee would otherwise be laid off because his position is being abolished; his position is being reclassified to a higher grade; lack of work; lack of funds, or because of the return to work from authorized leave of another employee to such a position in accordance with the rules on leave.
  - (b) When an employee does not possess the necessary qualifications to render satisfactory service in the position he holds, or when removed during probation; and
  - (c) When an employee voluntarily requests such demotion.
- (4) Re-instatements. An employee who has resigned with a good record may be rehired, if a vacancy exists.

#### RULE VI      PROBATION

- (1) Object. The probationary or working test period is an integral part of the process. It shall be utilized to observe closely the employee's work, to secure the most effective adjustment of a new or promoted employee to his position, and to reject any employee whose performance does not meet required work standards.
- (2) Duration. The probationary period shall be six (6) months.
- (3) Dismissal. During the probationary period the department head may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose habits and dependability do not merit his continuance in the service. Any employee removed during the probationary period does not have the rights of appeal.

RULE VII      SEPARATION AND DISCIPLINARY ACTION

- (1) Types of Separation. All separations of employees from positions in the classified service shall be designated as one of the following types and shall accomplish in the manner indicated; resignation, layoff, disability, death, retirement, and dismissal.
- (2) County property. At the time of separation and prior to final payment all records, assets, and other items of the County property in the employee's custody shall be delivered to the department head. Any amount due because of shortage in the above shall be withheld from the employee's final compensation or collected through other appropriate action.
- (3) Rights of employees. Permanent employees who separate shall receive payment for all earned salary, and earned annual leave, subject to the deductions for any indebtedness pursuant to subsection two of this rule.
- (4) Resignation. An employee may resign by submitting in writing the reasons therefor and the effective date to his department head as far in advance as possible, but a minimum of two weeks notice is required. Failure to comply with this requirement may be cause for denial of reinstatement rights.
- (5) Layoff. The department head may lay off an employee in the classified service when he deems it necessary by reason of shortage of funds or work, the abolition of the position, or other material changes in the duties or organization, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service to the employee. The duties performed by any employee laid off may be re-assigned to other employees already working.
- (6) Disability. An employee may be separated for disability when he cannot perform the required duties because of a physical or mental impairment.
- (7) Disciplinary action. Whenever employee performance, attitude, work habits, or personal conduct at any time falls to an unsatisfactory level to his supervisors, the supervisor shall inform the employee promptly and specifically of such lapses and give counsel and guidance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances a specific incident may justify severe disciplinary action in and of itself; however, the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past performance and conduct.
  - (a) Reprimand. In situations where an oral warning has not resulted in the expected improvement, or where more severe initial action is warranted, written reprimand sent to the employee, and a copy shall be placed in the employee's personnel file.
  - (b) Suspension. An employee may be suspended without pay by his

department head for reasons of misconduct, negligence, inefficiency, insubordination, unauthorized absence, or other justifiable reasons when alternate personnel actions are not appropriate. Employees shall be furnished an advance written notice at least twenty-four hours prior to the effective date containing the nature of the proposed action.

- (c) Employee appeal. An employee who has a grievance must discuss it with his immediate supervisor within 5 working days of its occurrence or his knowledge of its occurrence. If the grievance is not satisfactorily resolved after 3 working days, then ....
  - (1) The employee individually or with his representative may within 10 working days appeal to the Personnel Commission. All action taken by the Personnel Commission must be ratified by the Board of Supervisors. The decision of the Board of Supervisors shall be final.
- (8) Death. Separation shall be effective as of the date of death. all compensation due in accordance with section three of this rule shall be paid as provided by law.
- (9) Dismissal. Immediate supervisors or department head may dismiss any employee for the good of the service. Reasons for dismissal may include but not be limited to:
  - (a) Failure to meet prescribed standards of work, and ethics to an extent that makes an employee unsuitable for any kind of employment in the County service;
  - (b) Theft or destruction of County property;
  - (c) Incompetency, inefficiency, or negligence in the performance of duty;
  - (d) Insubordination;
  - (e) Conviction of a felony or a misdemeanor involving moral turpitude;
  - (f) Notoriously disgraceful personal conduct;
  - (g) Unauthorized absences or abuse of leave privileges; and
  - (h) Falsification of records or use of official position for personal advantage.

The employee shall be furnished an advance written notice containing the nature of the proposed action, the reasons therefor, and his right to answer the charges in writing. Same procedure for appeal as outlined in item seven of this article.

RULE VIII                      GRIEVANCES

- (1) Policy. The most effective accomplishment of the work of the County requires prompt consideration and equitable adjustment of employee grievances. It is the desire of the County to adjust grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances which will be resolved only after formal appeal and review. Accordingly the following procedure is established:
- (a) Extent. A grievance is a wrong, real or fancied, considered by an employee as grounds for complaint; as in the case of a personnel action causing out of position classification, pay, demotion, suspension or dismissal.
- (b) Procedure. An employee shall first present his grievance to his immediate supervisor and the supervisor shall attempt to resolve the problem fairly and promptly. If the employee is dissatisfied with his immediate supervisor's response, he then shall appeal as outlined in Rule Seven, Section Seven (c).

RULE IX                                      LEAVE OF ABSENCE

- (1) General Policy. The following types of leaves, and no other, are officially established: holiday, sick, and annual leave, military leave, civil leave, and leave without pay. All leaves may be granted by the department head in conformance with requirements of the department and rules established for each type of leave.
- (2) Holiday Pay. The following and such other days as the Board of Supervisors may fix are holidays for all employees except emergency employees of the County and shall include all legal state holidays:

New Year's Day	January 1
Lincoln's Birthday	February 12
Admission Day	February 14
Washington's Birthday	Third Monday in February
Memorial Day	May 30
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

- (a) Regular full-time employee. It shall be the policy of the County to insure that all permanent employees enjoy the same number of holidays each year. For employees working forty-hours per week, when a holiday falls on Sunday, the following Monday shall be observed as the holiday.
- (b) Holiday on scheduled work day. Employees who are required

to work on their observed holiday shall be granted compensatory leave. A holiday occurring on Sunday shall not be treated differently than a holiday occurring on a weekday.

- (c) Holiday for part-time employees. Part-time employees shall not be paid for holidays.
  - (d) Eligibility for holiday pay. In order to receive pay for an observed holiday an employee must not have been absent without leave either on the work day before or after the holiday. Employees shall not be paid for holidays occurring while they are on unpaid but approved leave of absence.
- (3) Vacation. All permanent employees in the classified service are allowed vacations computed on the following basis:
- (a) Employees shall accrue annual leave credits in accordance with the following schedule:

	ACCRUAL RATES	
	Monthly Hours	Annually Days (working
Employees with:		
Less than three years service	8	12
More than three years, but less than seven years	10	15
More than seven years, but less than fifteen years	12	18
Fifteen years and over	14	21

- (b) Vacation leave shall not accrue in excess of thirty (30) Days as of December 31st of any calendar year. Accruals earned in excess of thirty (30) days in any calendar year must be used during the year or lost as of December 31st.
- (c) Only earned vacation leave of credit may be taken by an employee.
- (d) Unused vacation leave time will be paid to employees who voluntarily or involuntarily terminate employment, providing that the employee has been continuously employed for a period of at least one (1) full calendar year;
- (e) Employees serving a probationary period on an original appointment shall accrue vacation leave in accordance with the provisions of this section. Such employees shall not be granted vacation leave during the probationary period six (6) calendar months.

- (f) For vacation purposes, re-instated employees are considered new employees;
  - (g) Employees serving a probationary period on an original appointment leaving the County service without satisfactory completion of the probationary period, shall not be compensated for any accrued vacation leave.
  - (h) Annual leave does not accrue during any leave of absence which has not been approved.
  - (i) Employees employed before the 16th day of the month will accrue annual leave for the entire month. Those employed after the 16th shall accrue no annual leave for that month. Leave accrues on the last working day of the month.
- (4) Sick leave. All permanent employees in the classified service are allowed sick leave without loss of compensation computed as follows:
- (a) Employees shall accrue sick leave at the rate of twelve (12) days per year or eight (8) hours per month of employment;
  - (b) Temporary, part-time, or seasonal employees are paid for hours actually worked and do not receive sick leave allowances;
  - (c) Sick leave shall not accrue in excess of ninety (90) days;
  - (d) Sick leave may be granted for the following reasons;
    - (1) Personal illness or physical incapacity resulting from causes beyond the employee's control
    - (2) Illness of a member of the employee's household that requires the employee's personal care and attention;
    - (3) Enforced quarantine of the employee in accordance with County health regulations;
    - (4) To keep a doctor's or dentist's appointment, or
    - (5) The death of a member of the employee's immediate family. Three (3) days plus reasonable travel time approved by the department head may be used.
  - (e) Employee laid off without fault if re-appointed within twelve (12) months, has available for his necessary use any unused sick leave existing at the time of his layoff;
  - (f) An employee receiving sick leave with pay and simultaneously receiving compensation under workman's compensation laws shall receive only that portion of his regular salary which will, together with said workmen's compensation, equal his regular salary. Sick leave credit shall be charged

accordingly. Annual leave may be used after all accumulated sick leave is used. After all leave is used employee will only receive said workmen's compensation;

- (g) Absence for a fraction or part of the day that is chargeable to sick leave in accordance with these provisions shall be charged proportionately in an amount not smaller than one-quarter of a day, two (2) hours.
  - (h) A written statement by a licensed physician certifying that the employee's condition prevented him from performance of the duty of his position may be required by the department head for sick leave with pay in excess of three (3) consecutive working days for the reasons of personal illness or physical incapacity.
  - (i) An employee shall notify, or cause a member of his household to notify his department head or immediate supervisors of his illness within one (1) hour following the beginning of his regular work day or shift. Failure to properly notify responsible supervisors by the deadline mentioned above may result in (1) denial of sick leave credit for the day or days during which lack of notice applies, (2) disciplinary action, (3) or both;
  - (j) An employee may elect to use his accumulated vacation after sick leave accrual is used;
  - (k) Sick leave shall not be available to an employee during vacation periods as this is a matter of individual circumstances and not an obligation of the employer;
  - (l) Employees employed before the 16th day of the month will accrue sick leave for the entire month. Those employed after the 16th shall accrue no sick leave for that month, leave accrues on the last working day of the month.
- (5) Military leave. Military duty means training and service performed by a reservist, or any entrant into a reserve component of the armed forces of the United States and time spent in reporting for and returning from such training in service.
- (a) A regular employee who has completed his probationary period and who is a member of any reserve component of the United States armed forces will be allowed leave of absence for required training or duty for a period not exceeding fifteen (15) working days during any one calendar year.
- (6) Civil leave. Any employee shall be given necessary time off without loss of pay when performing jury duty and for the purpose of voting when the polls are not open at least two (2) hours before or after the employee's scheduled hours of work. In the case of any employee performing jury duty, all fees received (other than meals or travel allowance) shall be returned to the County.
- (7) Leave without pay. A regular employee may be granted leave without pay for a period

not to exceed ninety (90) days when it is in the best interest of the County to do so. The employee request shall be considered when he has shown by his record to be of more than average value to the county and where it is desirable to retain the employee even at some sacrifice. During the employee's approved leave of absence his position may be filled by limited-term appointment, temporary promotion, or temporary reassignment of any employee. At the expiration of the leave without pay the employee has the right to, and shall be re-instated to the position he vacated if the position still exists, or, if not, to any other vacant position in the same class. Approved leave without pay shall not constitute a break in service. Longevity credits for purposes of completing probation, and accumulation of leave benefits shall be suspended during the period of leave without pay. No leave without pay shall be granted to any employee until all annual leave credits of an employee have been exhausted.

- (8) Maternity leave. Maternity leave shall be granted when the employee can be certified for such leave by a competent physician. A pregnant employee may work as long as she is certified to be in good health by a competent physician. Absences due to or contributed to by "pregnancy, miscarriage, abortion, childbirth, and recovery" are the same as any other temporary disability and should be treated that way under health and disability insurance or sick leave plans. No leave without pay shall be granted to any employee until all sick leave and annual leave credits of any employee have been exhausted. After such time, a regular employee may be granted leave without pay for a period not to exceed ninety (90) days when it is in the best interest of the county to do so. At the expiration of the leave without pay the employee has the right to, and shall be re-instated to the position she vacated if the position still exists, or, if not, to any other vacant position in the same class. Approved leave without pay shall not constitute a break in service.